

Check in & Check Out

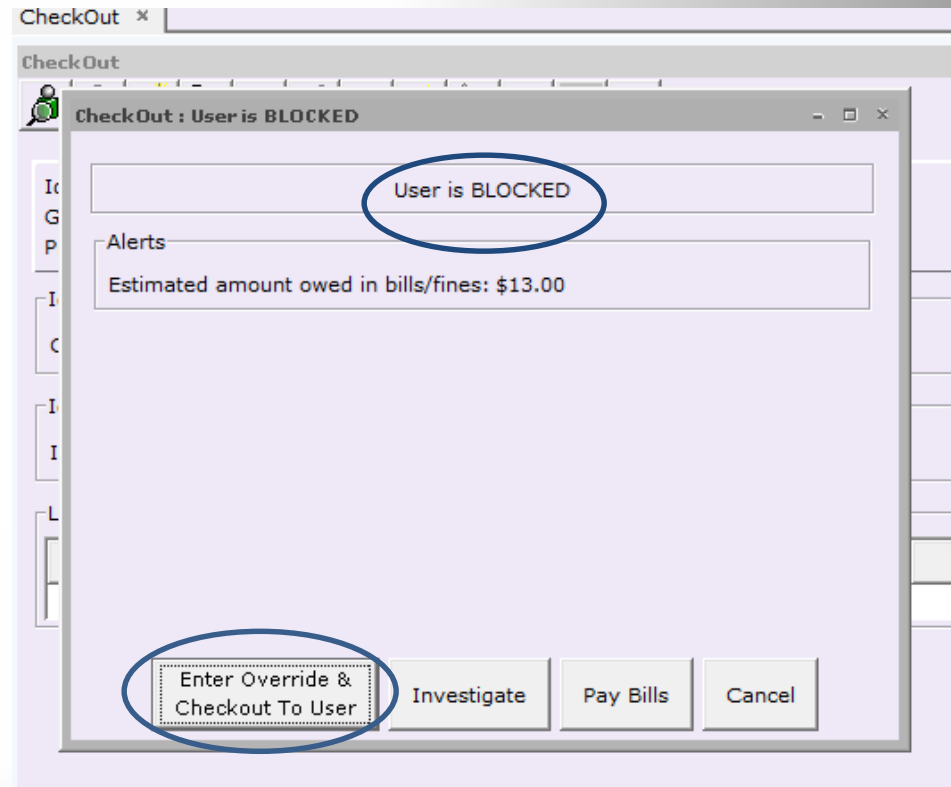
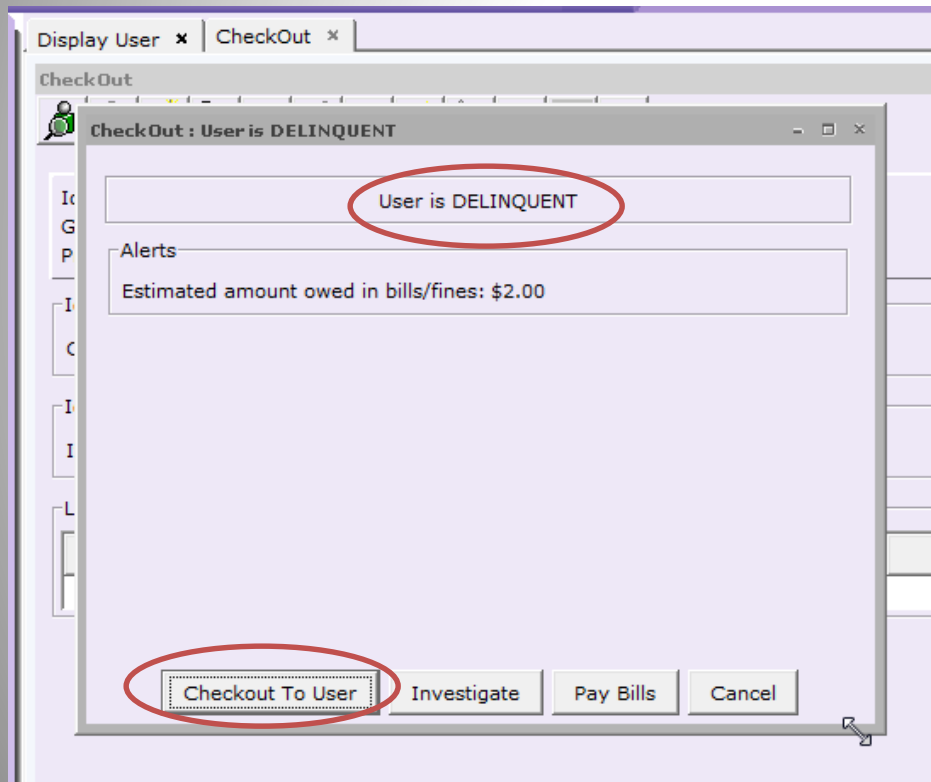
The most important thing is to
WATCH THE SCREEN!

Barcode scanners usually beep when they scan whether
the system read that scan correctly or not

If you're not watching, that beep might be closing an
important popup about the previous item
and
NOT processing the current item

Common Check Out Pop Ups

User Status: Delinquent & Blocked



Common Check Out Pop Ups

Barred

heckOut

CheckOut : Investigating BAR on TEST, DEMO

This user is barred

Basic info

DEMO-TEST

Status is:	BARRED	Privilege expires:	9/26/2015
Profile name:	BEL-PUB	Group ID:	
User cat1:	RES-CO...	User cat2:	ADULT...
User cat3:	GALLATIN...	User cat4:	
User cat5:		Birth date:	NEVER
In this library:	BELGRADE...	Age:	0
Language:	ENGLISH		

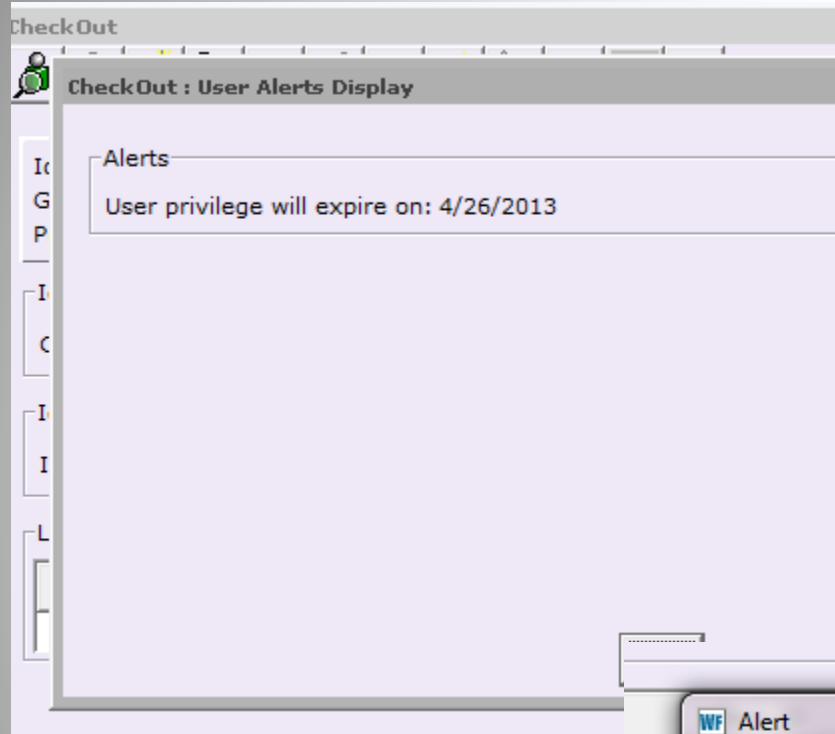
Next allowed loan date:	Amount owed:	\$13.00	Credit balance:	none	
Checkouts/Renewals:	1	Unpaid bills:	2	Holds:	none
Extended info:	none	Bookings:	none	Routings:	none
Claims returned:	none	Orders:	none	Distributions:	none
Outreach user:	no			Requests/messages:	none

Extended info

EXTENDED INFORMATION:NONE

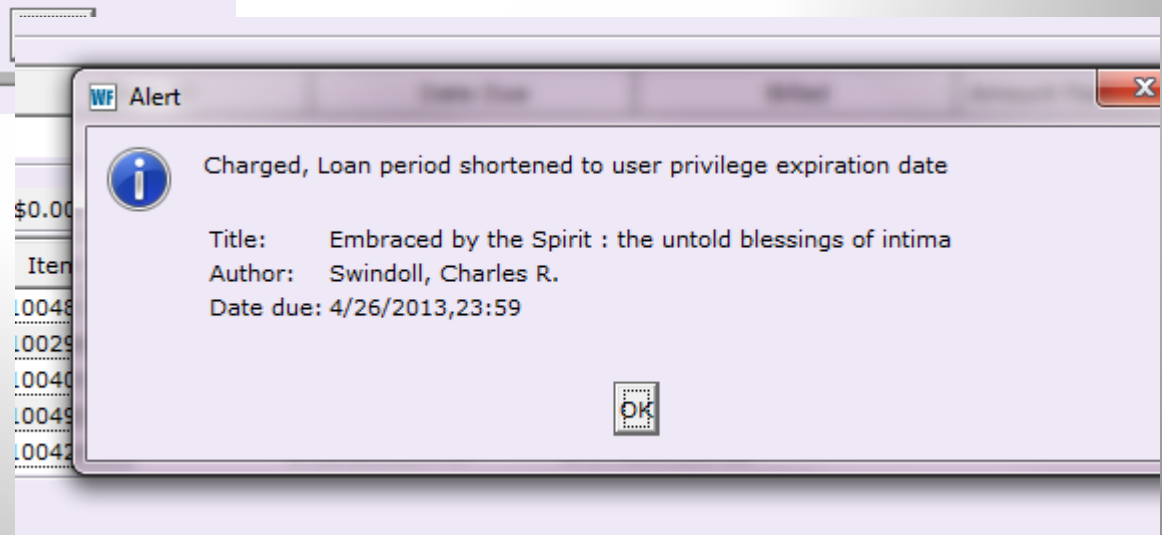
OK

Common Check Out Pop Ups

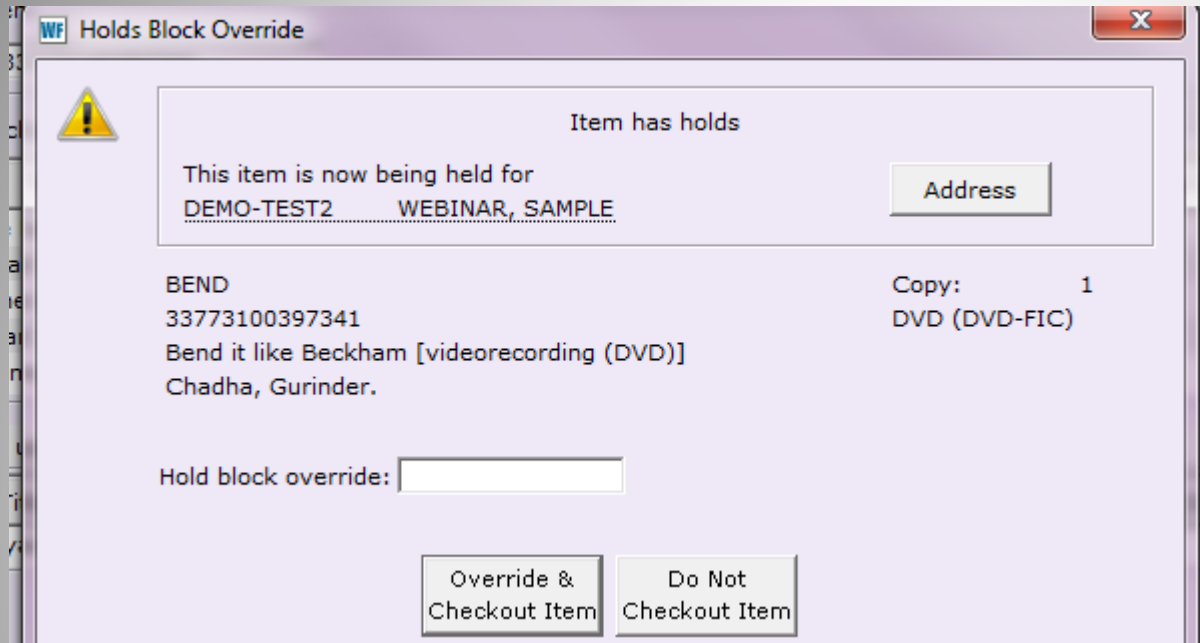


User Privilege Expires Soon

If you don't renew privilege, checkout lengths will be shortened automatically



Common Check Out Pop Ups



WF Holds Block Override

Item has holds

This item is now being held for
DEMO-TEST2 WEBINAR, SAMPLE

Address

BEND
33773100397341
Bend it like Beckham [videorecording (DVD)]
Chadha, Gurinder.

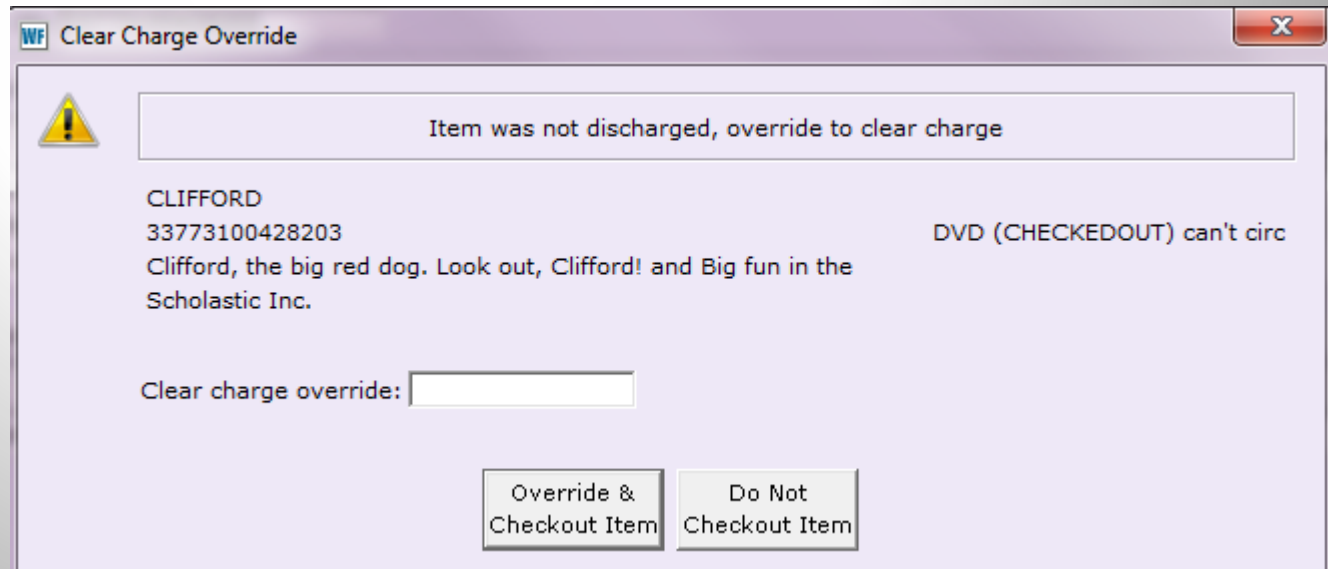
Copy: 1
DVD (DVD-FIC)

Hold block override:

Override & Checkout Item Do Not Checkout Item

If you override this and allow current patron to check out, patron with hold is placed back at top of hold queue

If you override this, item is checked in and then checked out to current patron



WF Clear Charge Override

Item was not discharged, override to clear charge

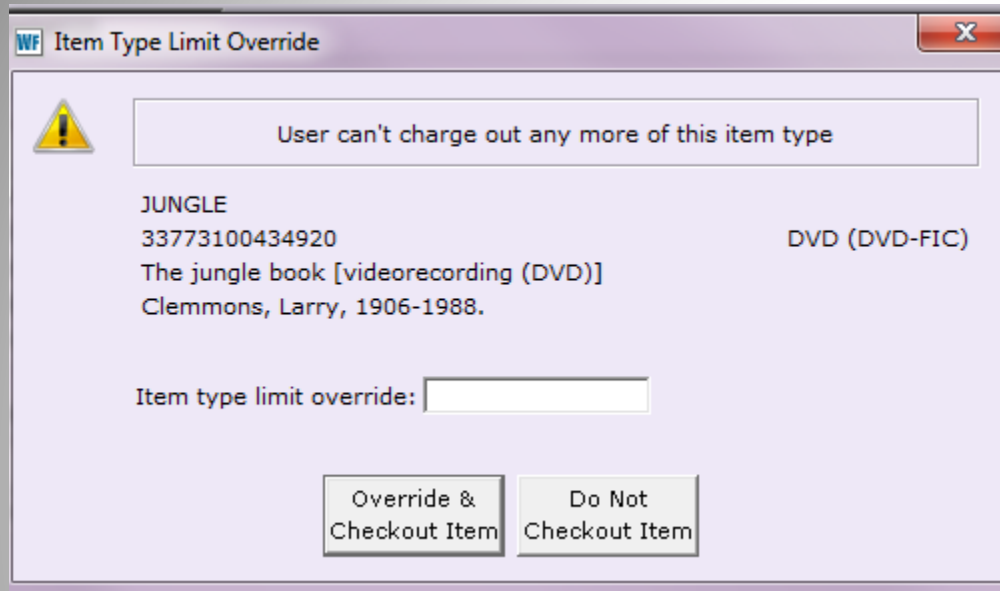
CLIFFORD
33773100428203
Clifford, the big red dog. Look out, Clifford! and Big fun in the Scholastic Inc.

DVD (CHECKEDOUT) can't circ


Clear charge override:

Override & Checkout Item Do Not Checkout Item

Common Check Out Pop Ups



WF Item Type Limit Override

 User can't charge out any more of this item type

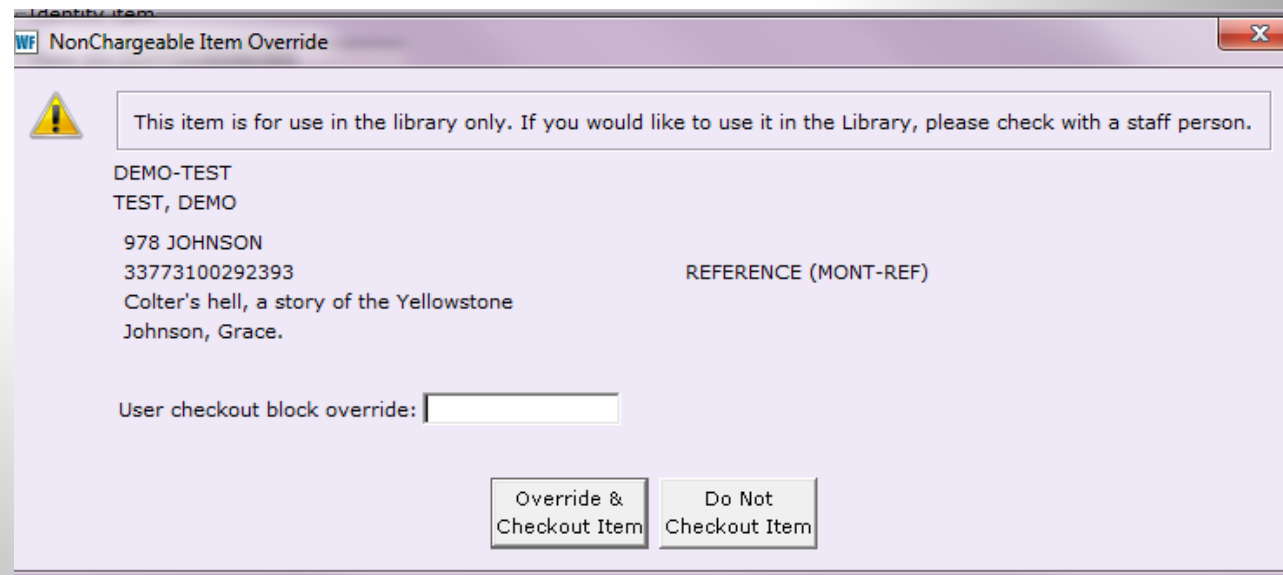
JUNGLE
33773100434920 DVD (DVD-FIC)
The jungle book [videorecording (DVD)]
Clemmons, Larry, 1906-1988.

Item type limit override:


Override & Checkout Item Do Not Checkout Item

When you have a max number of items of one type a patron can check out – this popup warns you when they hit their limit

If you have items that do not check out such as reference, this will warn you, if you override, item will checkout for 1 day



WF NonChargeable Item Override

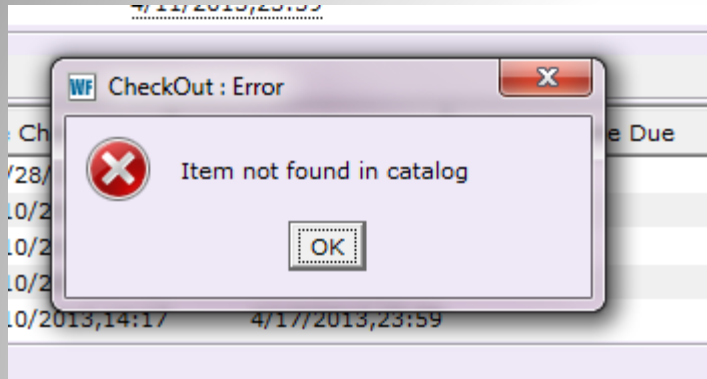
 This item is for use in the library only. If you would like to use it in the Library, please check with a staff person.

DEMO-TEST
TEST, DEMO
978 JOHNSON
33773100292393 REFERENCE (MONT-REF)
Colter's hell, a story of the Yellowstone
Johnson, Grace.

User checkout block override:

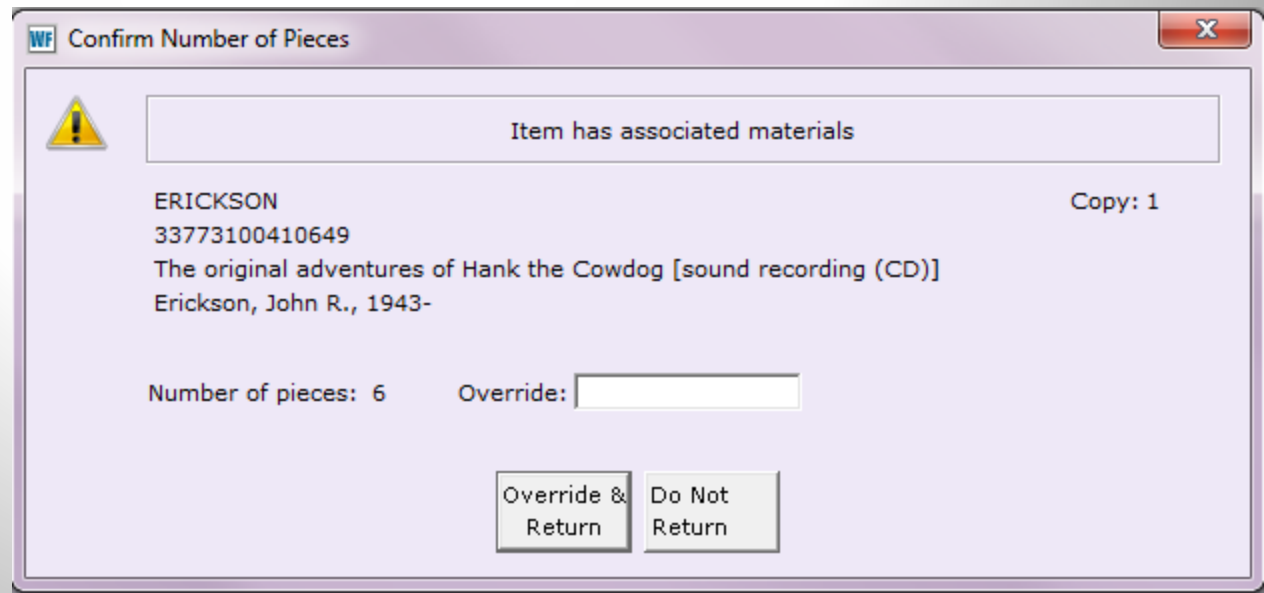
Override & Checkout Item Do Not Checkout Item

Common Check Out Pop Ups



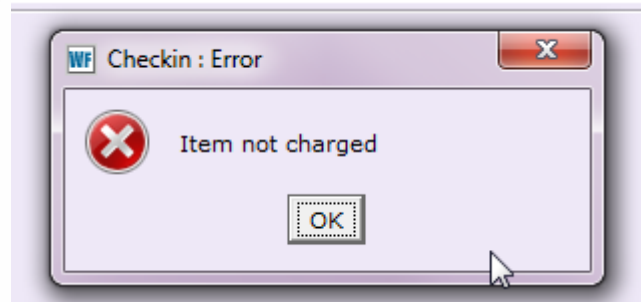
Always check to see if barcode scanned correctly, or item may need to be cataloged

If item is cataloged as having multiple pieces, override will be required for checkout and check in, to remind staff to verify that all pieces are present



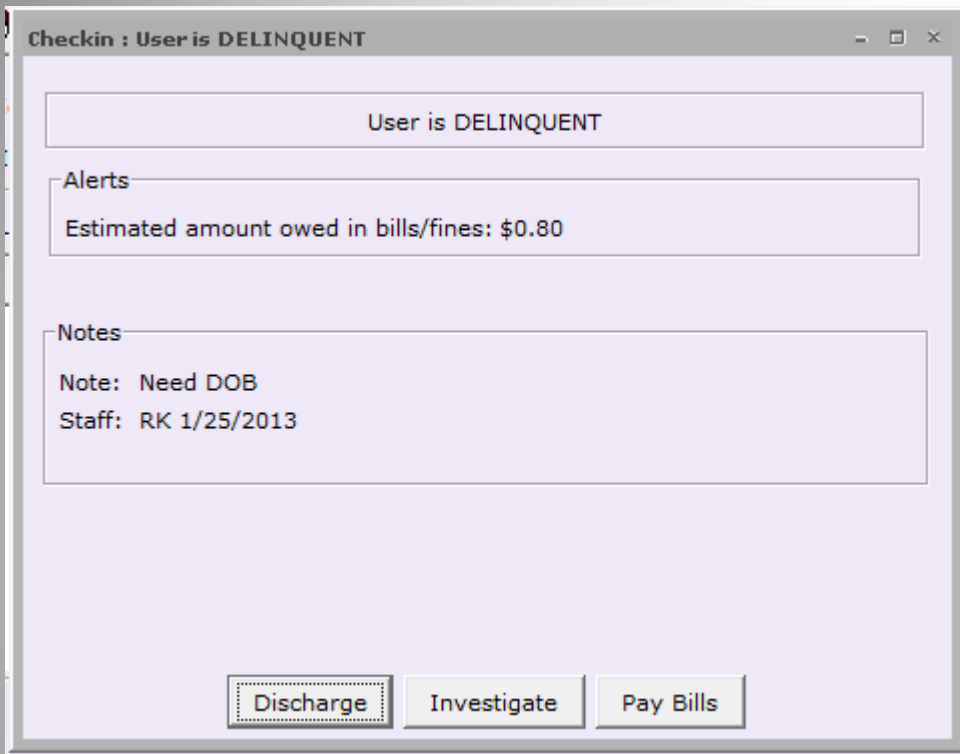
Common Check In Pop Ups

Item Not Charged – occurs if you scan an item a second time
Can show up as either separate pop up or as a column in main check
In window depending on the settings at your library



Identify item			
Item ID: <input type="text"/>			
List of discharges			
Title	Item ID	Route/Transit To	Message
The original adventures o...	33773100410649	JUVCDFIC	Item not charged

Common Check In Pop Ups



Checkin : User is DELINQUENT

User is DELINQUENT

Alerts

Estimated amount owed in bills/fines: \$0.80

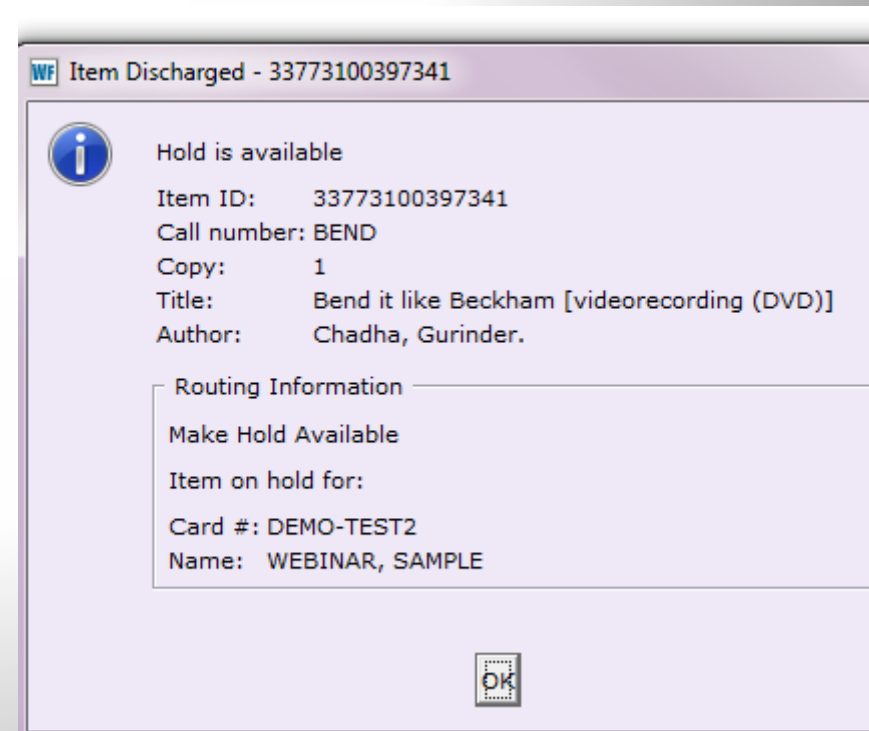
Notes

Note: Need DOB
Staff: RK 1/25/2013


Discharge Investigate Pay Bills

Depending on settings at your library, you may see popups about overdue fines as you check items in

Items with holds and items that need to transit to their owning library if you are in a sharing group will also cause popups



WF Item Discharged - 33773100397341

 Hold is available

Item ID: 33773100397341
Call number: BEND
Copy: 1
Title: Bend it like Beckham [videorecording (DVD)]
Author: Chadha, Gurinder.

Routing Information

Make Hold Available

Item on hold for:

Card #: DEMO-TEST2
Name: WEBINAR, SAMPLE

OK